

UNITARIAN UNIVERSALIST SOCIETY OF GENEVA

POLICY ON CONTACT WITH BODILY FLUIDS

Approved by the Board of Directors on January 13, 2015

The purpose of this policy is to set procedures for both the Nursery staff and volunteer LRE teachers and assistants who come in contact with bodily fluids. Body fluids are defined as blood, feces, urine, vomit, saliva, semen, vaginal secretions and any other fluids that originate from a human body. All body fluids can potentially carry infectious agents.

The LRE Team and Church School Administrator (CSA) are responsible for training all staff and volunteers in the implementation of this policy.

The CSA is to check all Bodily Fluids Clean-Up Kits (located in each classroom) each August, prior to the beginning of the church school year, and again in January. Each kit should contain a list of supplies included.

Nursery staff and volunteer LRE teachers/assistants must wear polypropylene gloves when in contact with blood or other bodily fluids, to prevent the spread of infection. A Bodily Fluids Clean-Up Kit, including polypropylene gloves, is located in each classroom.

Wounds, Scrapes, and Cuts: Nursery staff or volunteer teachers/assistants must wear polypropylene gloves when cleaning or covering wounds, scrapes, or cuts. Dispose of soiled gloves and any cleaning cloths in a sealed plastic bag. Place the bag in a covered garbage pail, if available. Nursery Staff member or Volunteer Teacher/Assistant and child must then wash hands.

Bodily Fluids: Nursery staff or volunteer teachers/assistants must wear protective polypropylene gloves when cleaning up blood, vomit, or other body fluids. Dispose of soiled gloves and any cleaning cloths in a sealed plastic bag. Place the bag in a covered garbage pail, if available. Nursery staff member or volunteer teacher/assistant and child must then wash hands. When a bodily fluid incident occurs in the children's classroom, the teacher in charge is first in line for clean-up. Clean-up procedures are documented in LRE binder. If said teacher objects to this responsibility, s/he will then contact the LRE Point Person who is on call that Sunday morning. The LRE Point Person will determine if professional clean-up is required. If yes, the LRE Point Person will notify the Congregational Administer (CA).

After incident: All contaminated surfaces should be cleaned with an EPA-approved disinfecting solution (example: 1:10 bleach solution). The Nursery staff or volunteer teachers/assistants should immediately inform parents/guardians of any incident involving a wound, scrape, cut, or bodily fluids, and complete an "Ouch Report" detailing the incident and response taken. The Ouch Report should be submitted to the CSA or LRE Point Person on the day of the incident. The CSA should follow-up with parents/guardians on the day following the incident and, depending on the severity of the incident, again in one week. When a bodily fluid incident occurs

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Changing Diapers: Nursery staff must use protective polypropylene gloves when changing all diapers. Diapers should be changed on the changing table. Disposal of the soiled gloves and the taped wet (urine) or soiled (bowel movement) diaper in a diaper pail is required. Sanitize the diaper-changing area with disinfecting solution. Nursery Staff member and child must then wash hands.

Wet or soiled clothes: Nursery staff or volunteer teachers/assistants must wear polypropylene gloves when handling wet or soiled clothes. Dispose of soiled gloves and place wet or soiled clothes in a separate sealed plastic bag to give to parents. Place the bag of clothes in a covered garbage pail, if available. Nursery staff or volunteer teachers/assistants and the involved child must then wash their hands thoroughly.

Other: Twice a year there is an "extreme" cleaning of the nursery with particular attention to all room content. In addition, Nursery staff should use the provided sanitation wipes to clean all used toys and surfaces at the end of every shift. This will aid in providing a healthy environment for the children and staff.